



# LCPtracker Getting Started Guide for Contractors



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## GETTING STARTED ON LCPTRACKER

If you are a prime or subcontractor on federal-aid highway projects with the North Dakota Department of Transportation (NDDOT), you need to begin moving to the automated filing of Certified Payroll in LCPtracker, an online labor compliance system. In the future, we anticipate that all Davis-Bacon payrolls will be done online, through LCPtracker. In the Construction season of 2016, use of this system is voluntary, but NDDOT encourages contractors to begin using the system now, when so many resources are available to help with the adjustment to the new system.

### The Initial Steps to Using LCPtracker:

1. **Get a contractor account set up** on LCPtracker by calling (701) 238-2605. This will take no more than 5 minutes. Have company name, address, email of payroll person, tax ID and telephone ready, and it will go even faster. Setting up this account does not obligate you to file electronically, but it gives you the option and it allows you to practice using the system.
2. **For Prime Contractors Only:** You will need a Prime Approver account for all projects from which you are the prime contractor. You can set up a different individual for each project, or the same person for all and this can be the same person who certifies your payroll. Once you have designated a person who is typically your Prime Approver, this person may find projects are automatically placed on the Prime Approver account as they are awarded. If we fail to do this, please call and alert us that you are ready to go on the project and need the Prime Approver account designation immediately.
3. **Two Accounts for Primes?** If you find yourself confusing your accounts, remember that your user ID for the contractor account is your central telephone line, while your user ID as Prime Approver is your complete email. Note: You can set up additional persons on the contractor account by setting up emails as user IDs. DO NOT set up your intended Prime Approver this way – the system will not allow the same email to be set up with two different statuses. The email used for the Prime Approver account cannot be used elsewhere in the system.

4. **Subcontractors:** If you are a subcontractor on a project, it should appear on your project screen (first screen after you sign on). If not, contact the Prime contractor on the project and ask to be assigned to the project.
5. **Manual Entry or Interface:** You must decide whether to use the manual method of inputting payroll or to create an interface with your accounting program, or to use an Excel spreadsheet as an interface. If you consistently have fewer than 15 employees a week on payroll, you can consider simply inputting payroll each week. LCPtracker estimates that after the set up and learning phase, you can do this in 30 minutes. If you have more employees, you should look into either an interface or the Excel spreadsheet method for uploading payroll from your accounting system.
6. **Editing Payroll:** As you input or upload payroll, you can leave and come back to the task. You can edit uncertified payroll easily, and after certification, you have a period of 60 days in which to freely amend payroll. After this period, you must ask the Prime Approver or the Wage Administrator (Gail Brown at 701-238-2605) to allow an edit of the certified payroll.
7. Throughout this manual, look for the orange arrow (  ) to guide your use of the screen in LCPtracker.

To follow is information on each of these steps and tasks.



## SECTION 1 - SETTING UP AND MAINTAINING CONTRACTOR ACCOUNT

1. **Call (701) 328-2605 to set up a contractor account.** You will need the following information
  - a. Company Name
  - b. Federal Tax ID
  - c. Central office telephone number (becomes contractor ID)
  - d. Union/nonunion status
  - e. Contact Name
  - f. Contact Email
  - g. Company Address
  - h. Standard for overtime (8 hour day or 40 hour week)

Note: You might want other information on this page on your certified payroll, and if so, feel free to fill it out. But only those fields that have red asterisks (\*) are required. The final section on DBE certification, leave blank. This function will be completed in B2GNow.

2. **Maintaining your contractor account:** If you go to the Set Up tab and hit the Company Information button:

The screenshot shows a 'Setup Main Menu' window with a grid of buttons. An orange arrow points to the 'Company Information' button in the top row, middle column.

Setup Main Menu		
Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	

3. You can change any of your company information, but you cannot change the 10 digit Telephone Number assigned as the User ID. (The NDDOT does not use Contractor License Number in this area.) If this must be changed, call (701) 328-2605. All other information may be changed (see following page).

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter LCPcertified

**Add or Edit Contractor Information** [Edit Mode](#)

To add a new contractor, enter information and save. To edit an existing contractor, select it from the list first. You can view all the contractors in the system. You can only edit your own data after it has been entered.

Company Name (Contractor) \*  
Brown Construction Company

Federal Tax ID Number \* 45-678910 D-U-N-S Number PWCR Number

Contractor License No. or 10-digit Phone Number \* 505-463-0175 Contractor License Expiring Date Status Active

Contractor License (To Display on Certified Payroll)  
505-463-0175

Insurance Certificate Number Specialty License Number Local Business (City) License

Motor Carrier Permit Number Worker's Compensation Policy Number

Union Status \* ☐ Section 3 Business ☒ Non-Union ☐ Non-Construction Contractor

Ethnicity Type of Trade Repair

Principal Name Principal Title

Contact Name \*  
Gail Brown

Phone Number \* 505-463-0175 Contact Fax

Contact E-Mail \* (Login information will be sent to this email address)  
gailannbrown@aol.com

4. Remember to hit the Save button if you make changes.
5. You will always sign in at [www.lcptracker.net](http://www.lcptracker.net). If you lose or forget your password, hit the [Password Help](#) button.

LCPtracker © 2003 - 2013 LCPtracker, Inc. - Internet Explorer

https://prod.lcptracker.net/WebForms/login.aspx

File Edit View Favorites Tools Help

**Login to LCPtracker**

RD00155D50150B

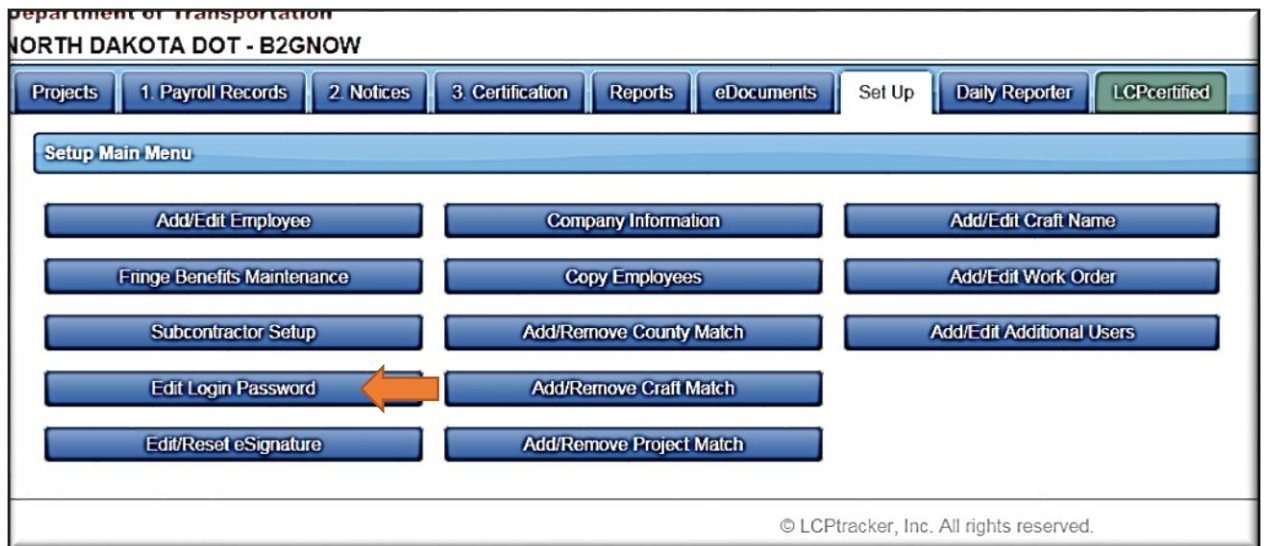
User ID: 505-463-0175

Password:

[LOGIN](#) [Password Help](#)

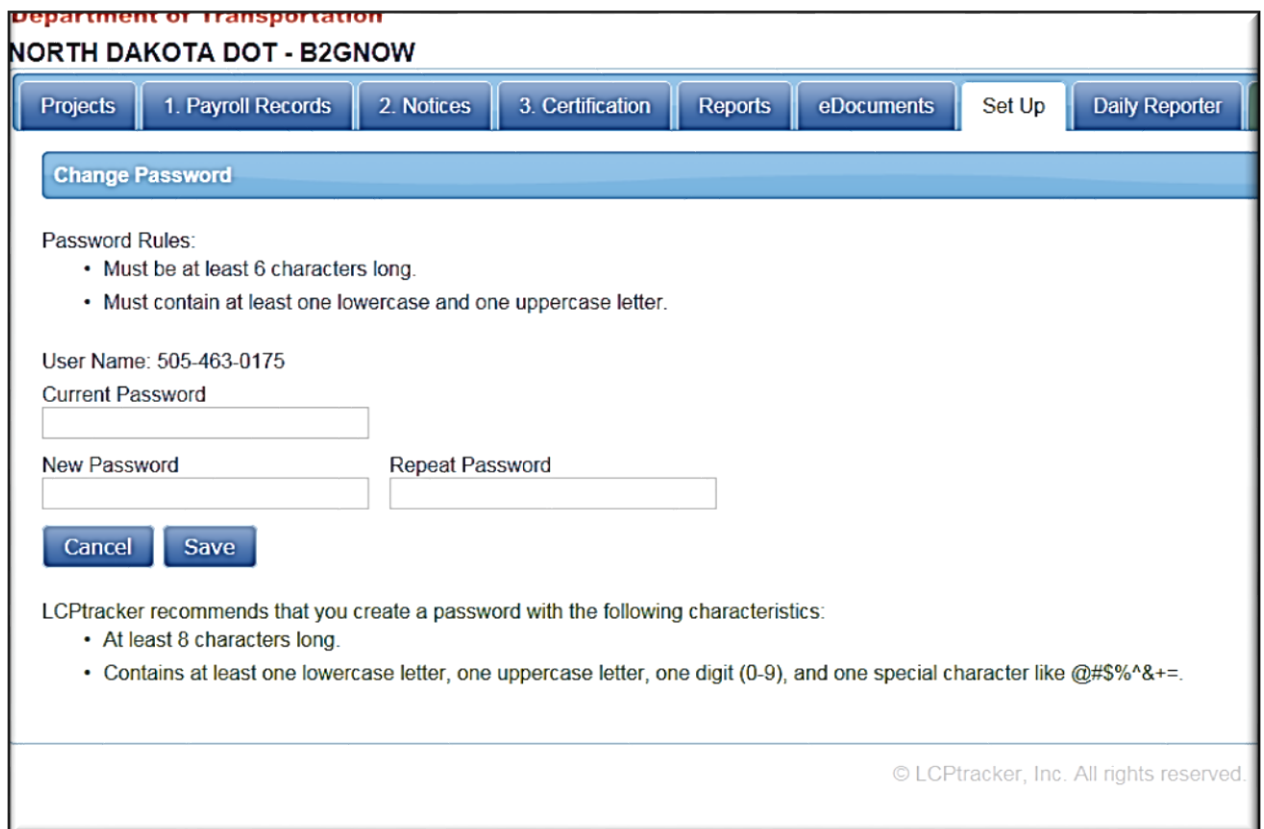
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6. If you know your password, but wish to reset it, go to the Set Up tab, and hit the “Edit Login Password” button.



The screenshot shows the 'Department of Transportation' header and 'NORTH DAKOTA DOT - B2GNOW' title. A navigation bar includes tabs for Projects, 1 Payroll Records, 2 Notices, 3 Certification, Reports, eDocuments, Set Up, Daily Reporter, and LCPcertified. The 'Set Up' tab is active, displaying the 'Setup Main Menu'. This menu contains several buttons: Add/Edit Employee, Company Information, Add/Edit Craft Name, Fringe Benefits Maintenance, Copy Employees, Add/Edit Work Order, Subcontractor Setup, Add/Remove County Match, Add/Edit Additional Users, Edit Login Password (highlighted with an orange arrow), Add/Remove Craft Match, Edit/Reset eSignature, and Add/Remove Project Match. The footer reads '© LCPtracker, Inc. All rights reserved.'

7. This will take you to the following screen, which will allow you to reset your password:



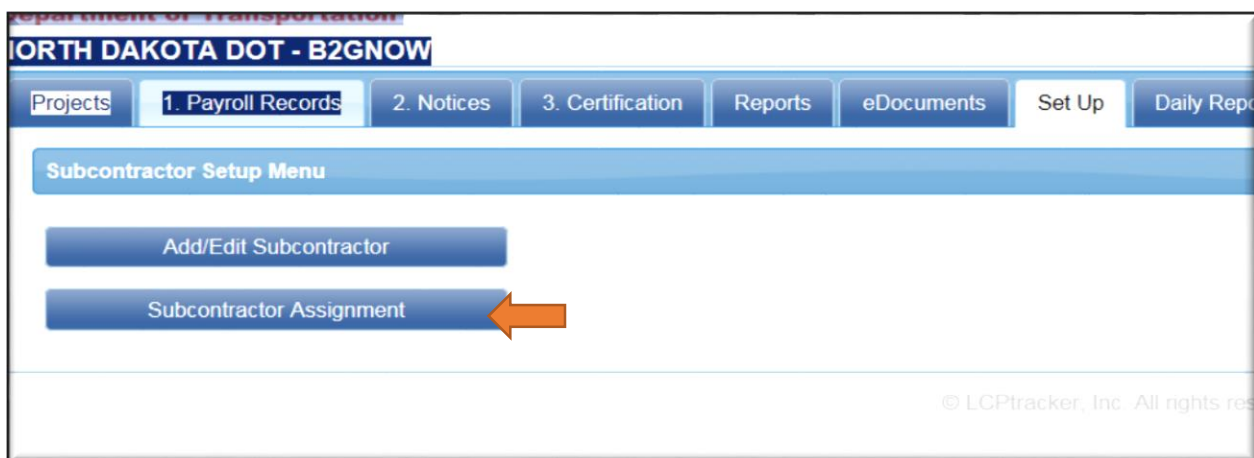
The screenshot shows the 'Department of Transportation' header and 'NORTH DAKOTA DOT - B2GNOW' title. The navigation bar is the same as the previous screen. The 'Set Up' tab is active, displaying the 'Change Password' screen. This screen includes 'Password Rules' (Must be at least 6 characters long; Must contain at least one lowercase and one uppercase letter), 'User Name: 505-463-0175', and input fields for 'Current Password', 'New Password', and 'Repeat Password'. There are 'Cancel' and 'Save' buttons. At the bottom, it states 'LCPtracker recommends that you create a password with the following characteristics: At least 8 characters long; Contains at least one lowercase letter, one uppercase letter, one digit (0-9), and one special character like @#\$%^&+=.' The footer reads '© LCPtracker, Inc. All rights reserved.'

## SECTION 2 - SETTING UP SUBCONTRACTORS

1. **As a Contractor (Prime or Sub), you have the ability to input your subcontractors into the system.** As a general rule, all registered contractors should already be in the system and should appear in the “drop down” menu of contractors. Therefore, the NDDOT asks that you not input (or “add” subcontractors). While the system gives you the ability to do this, the NDDOT requires that all subcontractors be registered. So, call (701) 328-2605 if your intended subcontractor does not appear on the drop down.
2. Most often, you will add an existing subcontractor to your project, which the system refers to as **Contractor Assignment**. Go to the Set Up tab and then hit “Subcontractor Setup” button.



3. The Subcontractor Setup screen will give you the option to either “Add/Edit Subcontractor” or “Subcontractor Assignment.” Hit the “Subcontractor Assignment” button.



4. At this point, the following screen will appear:

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

### Contractor Assignment

**Add New Assignment**

Select a department  
 -- All Departments --

Select project to display  
 Select projec...

Select contractor to display  
 Select contractor / all contractors

Project	Contractor	Sub To	Contract ID	Date Assigned	Contract Amount
Test Project	3D Specialties	Brown Construction Company		02/16/2016	\$1.00
Test Project	Anderson Western, Inc.	Brown Construction Company		02/16/2016	
Test Project	Border States Paving, Inc.	Brown Construction Company		02/16/2016	\$1.00
Test Project	Central Specialties	Brown Construction Company		02/16/2016	\$1.00
Test Project	Dakota Fence Company	Brown Construction Company		02/16/2016	\$1.00
Test Project	Dakota Underground Company	Brown Construction Company		02/18/2016	\$1.00
Test Project	Diamond Surface, Inc.	Brown Construction Company		02/16/2016	
Test Project	Industrial Builders, Inc.	Brown Construction Company		02/16/2016	
Test Project	Knife River Materials	Brown Construction Company		02/16/2016	\$1.00
Test Project	Knife River North Dakota	Brown Construction Company		01/21/2016	\$0.00

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**Add New Assignment** Cancel

You will want to hit the **"Add New Assignment"** button.

- The **Add Assignment** screen will appear. Select your project, and you will then be asked to select a contractor to be assigned. This drop down function should list all registered contractors, but it occasionally does not. If your intended subcontractor is not listed, call (701) 328-2605. Otherwise choose your intended subcontractor, indicate a start date and a contract amount and **hit "Save"**.

### Add Assignment

Select a department  
 -- All Departments --

Select a project  
 Test Project II

Contractor to be assigned  
 PCI Roads, LLC

Start Date \* 03/20/2016 End Date Contract ID Responsibility Code

Contract Amount  
 1000001.00

Notes

Cancel Save

- Your subcontractor should now appear on the Contractor Assignment Page:

Add New Assignment

Select a department  
-- All Departments --

Select project to display  
Select projec...

Select contractor to display  
Select contractor / all contractors

Project	Contractor	Sub To	Contract ID	Date Assigned	Contract Amount
Test Project	3D Specialties	Brown Construction Company		02/16/2016	\$1.00
Test Project	Anderson Western, Inc.	Brown Construction Company		02/16/2016	
Test Project	Border States Paving, Inc.	Brown Construction Company		02/16/2016	\$1.00
Test Project	Central Specialties	Brown Construction Company		02/16/2016	\$1.00
Test Project	Dakota Fence Company	Brown Construction Company		02/16/2016	\$1.00
Test Project	Dakota Underground Company	Brown Construction Company		02/18/2016	\$1.00
Test Project	Diamond Surface, Inc.	Brown Construction Company		02/16/2016	
Test Project	Industrial Builders, Inc.	Brown Construction Company		02/16/2016	
Test Project	Knife River Materials	Brown Construction Company		02/16/2016	\$1.00
Test Project	Knife River North Dakota	Brown Construction Company		01/21/2016	\$0.00

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Add New Assignment
Cancel

If for any reason your new subcontractor is not listed, please go through the “Add New Assignment” function again. If you are still experiencing problems, call (701) 328-2605.



## SECTION 3 - ADDING EMPLOYEES

1. **If you plan on entering your payroll manually, you will need to initially add all employees before beginning the entry of payroll.** You will only have to enter an employee once on your account, regardless of the number of projects – that is, an employee will be assigned to you as a contractor, and not to the project. Please note: if you use an interface to upload payrolls, employees should be uploaded automatically.

To input employees manually, go to the **Set up Tab**, and hit the “**Add/Edit Employee**” button:

The screenshot shows the LCPTracker software interface. At the top, there is a header bar with the text "Department of Transportation" and "NORTH DAKOTA DOT - B2G NOW". Below this is a navigation bar with several tabs: "Projects", "1. Payroll Records", "2. Notices", "3. Certification", "Reports", "eDocuments", "Set Up", "Daily Reporter", and "LCPcertified". The "Set Up" tab is currently selected. Below the navigation bar is a section titled "Setup Main Menu". This section contains a grid of buttons for various setup tasks. The first button in the first row is "Add/Edit Employee", which is highlighted with an orange arrow. Other buttons in the grid include "Company Information", "Add/Edit Craft Name", "Fringe Benefits Maintenance", "Copy Employees", "Add/Edit Work Order", "Subcontractor Setup", "Add/Remove County Match", "Add/Edit Additional Users", "Edit Login Password", "Add/Remove Craft Match", "Edit/Reset eSignature", and "Add/Remove Project Match". At the bottom of the interface, there is a copyright notice: "© LCPTracker, Inc. All rights reserved."

You will then see a screen for adding employee information. In the first section, input the name, address, city, state and zip for the employee. Under “SSN,” input XXX-XX-last 4 of the Social Security number. You will need to assign your employee an additional number as “Employee ID” – this could be a letter or number or any combination as long as it is unique to each employee. You need to input # of exemptions, ethnicity, gender and date hired (this is used to do an EEO Report – use original date of hire if employee is seasonal). You should also input a telephone number – put 999-999-9999 if the employee has no phone, but something must be input into this box. All other information in this section is *discretionary – you can put it in, but you are not required to.* (Please see following page.)

Filter Employee Selection

Select an Employee  
BERGINSKI, ... x

▼ Add / Edit Employee Information

First Name \* GREG Last Name \* BERGINSKI

Address 1 \* 505 6th St. Address 2

City \* Rugby State \* ND - NORTH DAKOTA Zip \* 58368

SSN \* XXX-XX-1234 Employee ID \* 1

Exemptions \* 3 Status ACTIVE Ethnicity \* NATIVE AMERICAN Veteran Status Not a Veteran

Date Hired \* 12/5/2015 Date Fingerprinted Phone Number \* 701-555-1234

Driver's License State NORTH DAKOTA Driver's License Worker's Comp Code Electrician License

Gender \* Male Hiring Source Not Required ☐ Disadvantaged ☒ Owner/Operator ☐ I certify that this employee is I9 verified

▼ Demographic Classifications

Add Classification

▼ HUD Section 3 Information

Section 3 No Last day at Section 3 Residency Status

▼ Apprentice Information

Apprentice ID Apprentice Rate Percentage Apprentice Period/Level Apprentice/Training Program

You may **skip** the Sections on “Demographic Classifications” and “HUD Section 3 Information.”

▼ Demographic Classifications

Add Classification

▼ HUD Section 3 Information

Section 3 No Last day at Section 3 Residency Status

If you have a **USDOL** Apprentice working on the project, you will want to fill out the following section on “Apprentice Information.” You will want to fill in the Apprentice ID, Rate Percentage, and Apprentice Registration Date. Please note: Do not use this section for OJT Trainees – there are special Job Classification Sections for these trainees.



▼ Apprentice Information			
Apprentice ID <input type="text"/>	Apprentice Rate Percentage <input type="text"/>	Apprentice Period/Level <input type="text"/>	Apprentice/Training Program <input checked="" type="checkbox"/>
Apprentice Approval <input type="text"/>	Apprentice Approved Date <input type="text"/>	Approval Expire Date <input type="text"/>	
Apprentice Registration Date <input type="text"/>	Apprentice Approved By <input type="text"/>		

2. **Default Hourly Paid Fringes:** The following section is on Default Hourly Fringes (As paid to a fund on behalf of employees). If you pay into the same funds at the same amounts for each hour an employee works, you can fill in this section. You can fill in an hourly amount for vacation and holidays, Health and welfare (i.e. health insurance, dental or vision, etc.), Pension (pension or 401K amount contributed by employer only), and all other.

▼ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)				
Vac / Hol / Dues <input type="text"/>	Health & Welfare <input type="text"/>	Pension <input type="text"/>	All Other <input type="text"/>	Training <input type="text"/>

You may also fill in the “Pre-Tax Voluntary Employee Contributions and Other” section – this is for amounts that are **paid by the employee for health insurance or an employee contribution to a 401K**. You can set this up as a default if it typically does not change – i.e. the employee contributes a stable amount each week.

▶ Default Hourly Paid Fringes (As paid to Fund on behalf of employee)	
▼ Pre-Tax Voluntary Employee Contributions and Other	
Pension <input type="text"/>	Medical <input type="text"/>
<input type="checkbox"/> Voluntary Contributions Included in Gross Pay	

Finally, you can set up Default Deduction Notes – these will then be inserted into the deduction note area of each paycheck. Use this section to describe any regularly occurring deductions or contributions. For example: “Child Support – 11% each week” or “First \$350 in fringe to health insurance, remainder to pension” and so on.

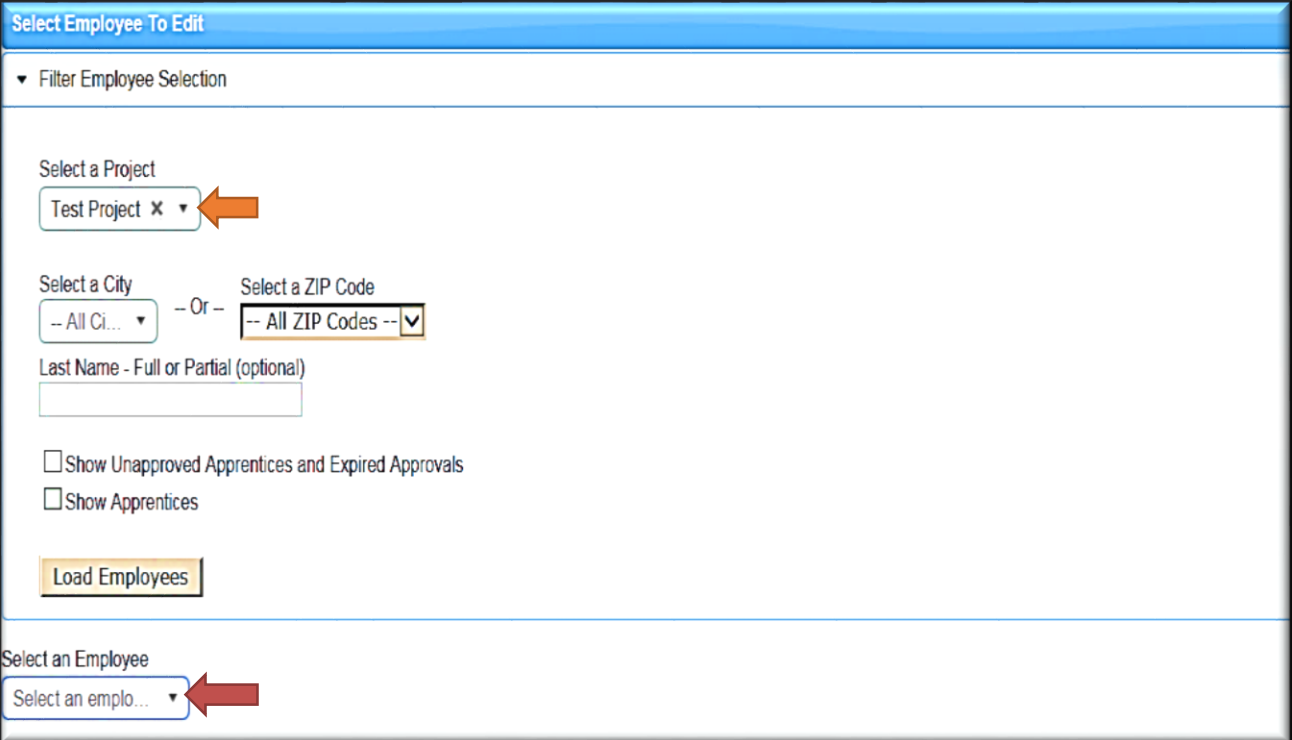
▼ **Default** Other Deduction Notes

Default notes will be inserted in each employee payroll record

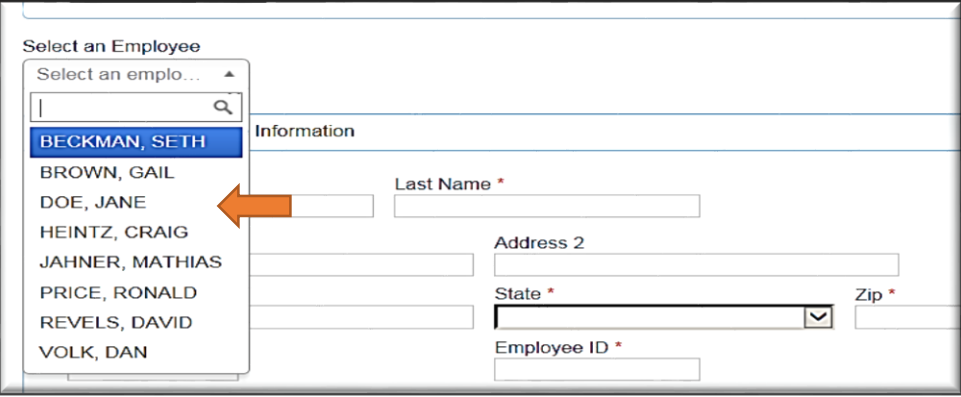
That's it – you did it. Review information and hit the “Save” Button. To input further employee, hit “Reset” – otherwise, hit “Cancel” (which operates as a “back” button).

## SECTION 4 - EDITING AN EMPLOYEE

Once again, go to the **Set up Tab**, and hit the **“Add/Edit Employee” button**. You then select the employee from a drop down menu. If you do not use the “Filter Employee Section” function, you will see all your employees, from all projects, in the drop down. If you limit the employees to a particular project (or even further to a particular town or last name), you will see fewer employee (or only one) in the drop down.



The yellow arrow shows the drop-down for employees:



Choose the employee you wish to edit and begin changing information. When you are finished, **hit the “Save” button**.

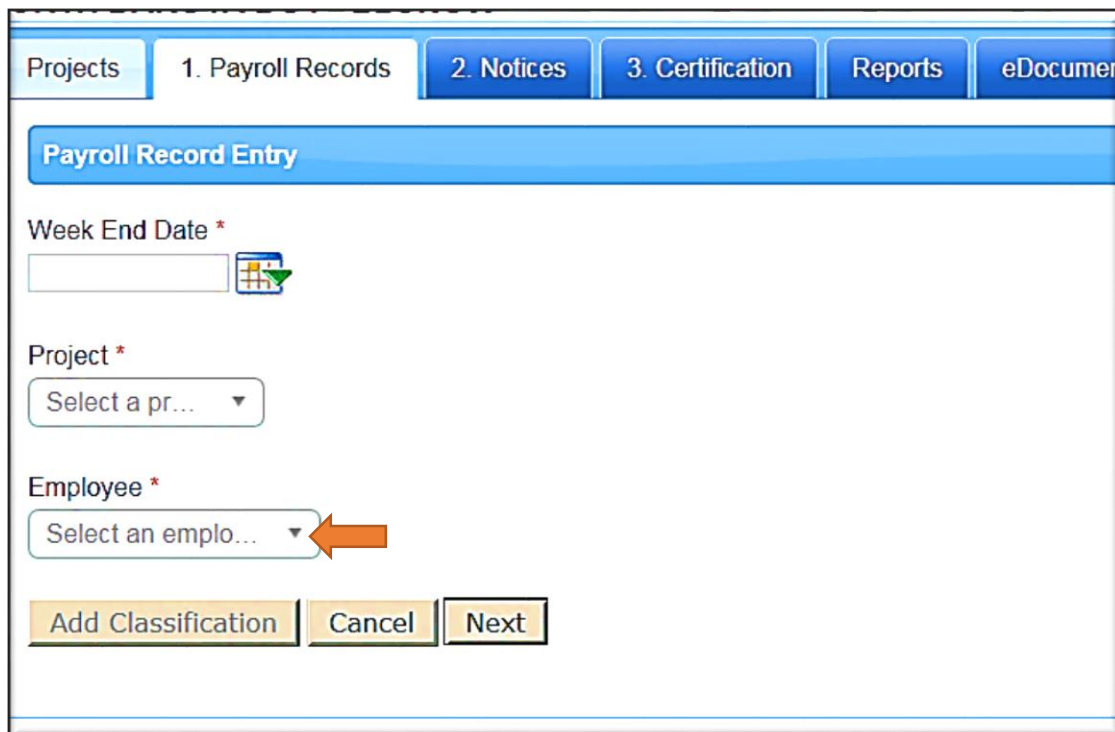
## SECTION 5 - ENTERING PAYROLL

1. **Enter Records:** Once you have input your employees, you are ready to begin entering a payroll. First, go to the **"1. Payroll Records" Tab** and then hit the **"Enter Records" button**.



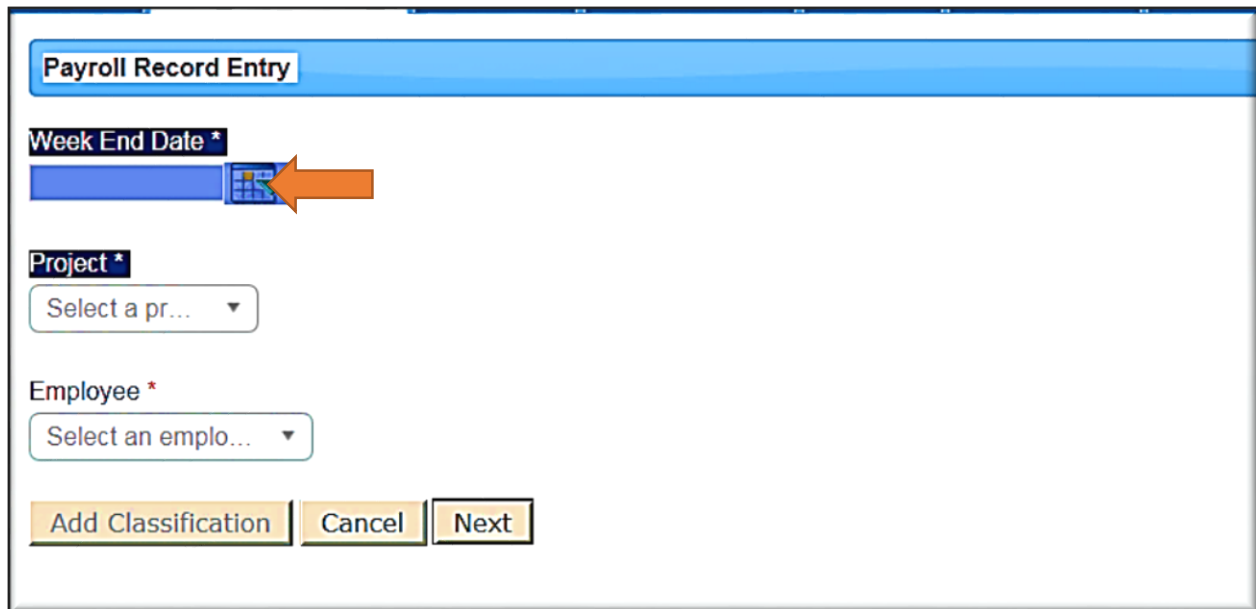
The screenshot shows the 'Payroll Records' section of a software interface. At the top, there is a navigation bar with tabs: 'Projects', '1. Payroll Records' (selected), '2. Notices', '3. Certification', 'Reports', 'eDocuments', 'Set Up', 'Daily Reporter', and 'LCPcertified'. Below the navigation bar is a blue header bar labeled 'Payroll Records'. Underneath, there is a grid of buttons. An orange arrow points to the 'Enter Records' button. Other buttons include 'Direct Payroll Subscription', 'Edit Certified Payroll Records', 'Copy Previous Payroll', 'Recovery Act Additional Data Entry', 'Edit Uncertified Payroll Records', 'FHWA 1391 Additional Data Entry', 'Upload Records', and 'HUD Additional Data Entry'. At the bottom right, there is a small copyright notice: '© LCPTracker, Inc. All rights reserved.'

2. **Payroll Entry Screen for employee:** You will then be directed to a "drop down" for your employee (previously input):



The screenshot shows the 'Payroll Record Entry' screen. At the top, there is a navigation bar with tabs: 'Projects', '1. Payroll Records' (selected), '2. Notices', '3. Certification', 'Reports', and 'eDocuments'. Below the navigation bar is a blue header bar labeled 'Payroll Record Entry'. Underneath, there are three required fields: 'Week End Date \*' with a calendar icon, 'Project \*' with a dropdown menu showing 'Select a pr...', and 'Employee \*' with a dropdown menu showing 'Select an emplo...'. An orange arrow points to the 'Employee' dropdown menu. At the bottom, there are three buttons: 'Add Classification', 'Cancel', and 'Next'.

3. **Select Week End Date:** You must first choose a Week End date for the payroll you wish to input:



**Payroll Record Entry**

**Week End Date \***

**Project \***

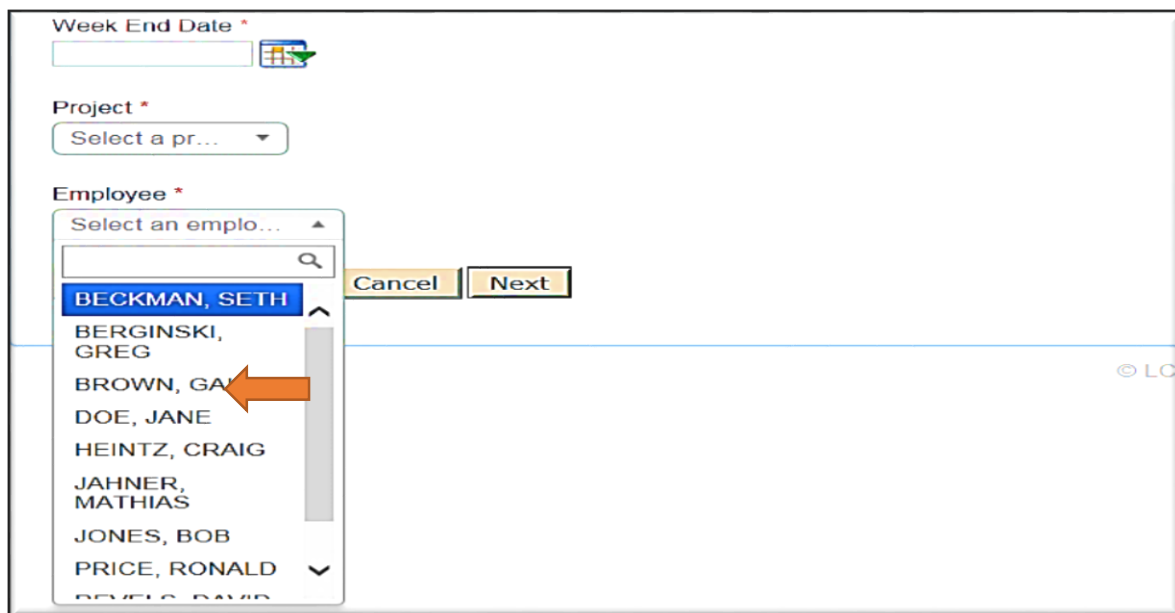
Select a pr...

**Employee \***

Select an emplo...

Add Classification Cancel Next

4. **Select Project:** Thereafter, you must **choose your project** from the drop-down project menu- only those projects to which you are assigned will show up. If you are the prime contractor and a project which you have been awarded is not on your drop-down project bar, call (701) 328-2605 and asked to be assigned to the project in LCPtracker. If you are a subcontractor, call the prime contractor and ask the prime to assign you as a subcontractor to the project.
5. **Select Employee:** Finally, you must **choose the employee** to which you are inputting records from the "Employee" drop-down menu:



**Week End Date \***

**Project \***

Select a pr...

**Employee \***

Select an emplo...

BECKMAN, SETH

BERGINSKI, GREG

BROWN, GAIL

DOE, JANE

HEINTZ, CRAIG

JAHNER, MATHIAS

JONES, BOB

PRICE, RONALD

Cancel Next


6. **Chose Job Classification:** When you have selected the correct employee, hit the **"Next"** button.

When you do this, the screen will prompt you to choose a classification in which to place the employee.

Week End Date \*  
03/27/2016

Project \*  
Test Project

Employee \*  
DOE, JANE

Add Classification  Next

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	LINE CONSTRUCTION	Cable Splicer	Highway		Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	LINE CONSTRUCTION	Groundman	Highway		Delete

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If the classification you are inputting hours on is listed, just check the box and hit **“Next”** button.  
If the classification is not there, you will need to hit **“Add Classification”**


7. **Add Classification:** If you pick **“Add Classification,”** you will see the following screen:

Contract Compliance User Portal Training Materials Support Logout Live Chat

W

Notices 3. Certification Report

**Add Classifications**

Craft  
CARPENTERS 

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	North Dakota Statewide	Carpenters	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee Carpenter	Highway	

Next

Location Craft

North Dakota Statewide LINE CONSTRUCTION

North Dakota Statewide LINE CONSTRUCTION

Add Selected Cancel

You must go to the Craft drop-down Menu area (see orange arrow).

You will then see:

The screenshot shows a software interface with a dialog box titled "Add Classifications". Inside the dialog, there is a section labeled "Craft" with a dropdown menu. The dropdown menu is open, displaying a list of craft categories: CARPENTERS, CEMENT MASONS/FINISHERS, ELECTRICIANS, FOREPERSON - SALARIED AND NON-WORKING LABORERS, LINE CONSTRUCTION, POWER EQUIPMENT OPERATORS, TRUCK DRIVERS, and TRUCKER DRIVERS. An orange arrow points to the "LINE CONSTRUCTION" option. To the right of the dropdown, there is a "Construction Type" section with a table showing "Highway" and "Highway" entries. At the bottom right of the dialog, there is a button labeled "Add Selected".

Construction Type
Highway
Highway

You must then pick the broad classification (operator, trucker, line construction, carpenter, etc.)



Once you choose a broad classification, you will see all job titles within that classification. For instance, to follow is the list of jobs under “Power Equipment Operator”:

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	North Dakota Statewide	Group 1 - All Cranes, 60 tons & over; Cranes doing piling, sheeting, dragline/clam work; Derrick (Guy & Stiff), Gentry Crane Operator; Helicopter Operator; Mole Operator or Tunnel Mucking... see wage decision for full notes	Highway	Machine; Power Shovel, 3-1/2 cy and over; Traveling Tower Crane
<input type="checkbox"/>	North Dakota Statewide	Group 2 - All Cranes, 21 tons and up to 59 tons; Backhoe Operator, 3 cy and over; Crawler Crane; Dredge Operator, 12" and over; Equipment Dispatcher; Finish Motor Grader; Front End Loader... see wage decision for full notes	Highway	Operator, 8 cy and over; Master Mechanic (when super-vising 5 or more Mechanics) Mon-O-Rail Hoist Operator; Power Shovel, up to and including 3-1/2 cy; Tugboat
<input type="checkbox"/>	North Dakota Statewide	Group 3 - All Cranes, 20 tons and under; Asphalt Paving Machine Operator; Asphalt Plant Operator; Automated Grade Trimmer; Backhoe Operator, 1 cy up to and including 2-1/2 cy; Boom Truck... see wage decision for full notes	Highway	Hydraulic, 8 tons and over; Cableway Operator; Concrete Batch Plant Operator (electronic or manual); Concrete Mixer Paving Machine Operator; Concrete Paver; Bridge Decks; Concrete Pump; Concrete Spreader Operator...
<input type="checkbox"/>	North Dakota Statewide	Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes	Highway	Operator (Bituminous); Forklift Operator; Front End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float...
<input type="checkbox"/>	North Dakota Statewide	Group 5 - Boom Truck, A-Frame or Hydraulic, 2 tons up to and including 7 tons; Broom, Self-Propelled; Concrete Saw (power operated); Cure Bridge Operator; Front End Loader Operator... see wage	Highway	less than 1-1/2 cy; Mobile Cement Mixer; Oiler; Power Actuated Auger and Horizontal Boring Machine Operator, up to and including 5"; Roller (on other than hot mix asphalt paving); Vibrating

Check the job or jobs you would like to add for this employee and hit the “Add Selected” button:

You will then be directed back to the Employee Entry page, but with additional classifications:

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	LINE CONSTRUCTION	Cable Splicer	Highway		Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	LINE CONSTRUCTION	Groundman	Highway		Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	POWER EQUIPMENT OPERATORS	Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes	Highway	Operator (Bituminous); Forklift Operator; Front End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float...	Delete
<input type="checkbox"/>	North Dakota DOT	North Dakota Statewide	POWER EQUIPMENT OPERATORS	Group 5 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Operator; Form Trench Digger (Power); Gunite Operator Gunall... see wage decision for full notes	Highway	Paint Machine Striping Operator; Pick-up Sweeper, 1 cy and over Hopper Capacity; Scissor Jack (Self-Propelled) Platform Lift; Straw Mulcher and Blower; Slump Chipper Operator; Tractor Pulling Compaction or Arealizing ...	Delete



Check the classification you added, and then hit “Next” button.

8. **Payroll Entry Screen Form:** You now see the Payroll Entry Form (2 of 2) for this Employee:

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Payroll record entry form (2 of 2)**

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:

☐ Is Foreman ☒ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000  
 Gross Pay All Projects (Sum of all checks entered on deductions) 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly	Rate in Lieu of Fringes (Cash Fringes)
0	0	0	0.000

▼ Classifications

Jurisdiction	Location	Craft	Classification	C
North Dakota DOT	North Dakota Statewide	POWER EQUIPMENT OPERATORS	Group 4 - Articulated/Off Road Hauler, Asphalt Dump Person, Asphalt Paving Screed Operator, Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes	High

▼ Hours Worked Each Day for This Project Only

	Monday 3/21/2016	Tuesday 3/22/2016	Wednesday 3/23/2016	Thursday 3/24/2016	Friday 3/25/2016	Saturday 3/26/2016	Sunday 3/27/2016	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

9. **Input Pay Rates:** You are now ready to input hours, rates and fringes for this Employee. First, **input the Base Hourly Rate and Overtime Rate** for that employee. You may also enter the double time rate if you pay double time:

Payroll record entry form (2 of 2)

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:

☐ Is Foreman ☒ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) 0.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000  
 Gross Pay All Projects (Sum of all checks entered on deductions) 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly	Rate in Lieu of Fringes (Cash Fringes)
25.000	37.500	50.000	0.000

**10. Input Cash Fringe Rate (if any):** If you pay fringes in cash, put a rate at which they are paid into “Rate in Lieu of Fringes” area:

an ☐ Is Owner/Operator

Employee Project No. Wages Paid in Lieu of Fringes (Total Cash Fringes) Gross Pay All Projects (Sum of all checks entered on deductions)

0.000 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly Overtime Hourly Doubletime Hourly

25.000 37.500 50.000

Rate in Lieu of Fringes (Cash Fringes)

0.000

ations

**11. Enter Hours:** Now it's time to enter hours for the week:

▼ Hours Worked Each Day for This Project Only

	Monday 3/21/2016	Tuesday 3/22/2016	Wednesday 3/23/2016	Thursday 3/24/2016	Friday 3/25/2016	Saturday 3/26/2016	Sunday 3/27/2016	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

You can enter any number of hours into “Regular Time,” but if the number tops 40, you must begin entering in “Overtime” or “Double-time” or you will get an error. Once you have entered all your hours, you will have a total. At this point, if you pay fringes in cash, take the number of hours times the “rate in lieu of fringes” and input the figure into the “Wages paid in Lieu of fringes (Total cash fringes)” area:

Payroll record entry form (2 of 2)

Week End Date: 3/27/2016 Contractor: Brown Construction Company

Project: Test Project Sub To:

Employee: DOE, JANE Contract ID:

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes) Wages Paid in Lieu of Fringes (Total Cash Fringes) Gross Pay All Projects (Sum of all checks entered on deductions)

0.000 651.200 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly Overtime Hourly Doubletime Hourly

25.000 37.500 50.000

Rate in Lieu of Fringes (Cash Fringes)

14.800

Classifications

▼ Hours Worked Each Day for This Project Only

	Monday 3/21/2016	Tuesday 3/22/2016	Wednesday 3/23/2016	Thursday 3/24/2016	Friday 3/25/2016	Saturday 3/26/2016	Sunday 3/27/2016	Total Hours
Regular Time	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	8.00	8.00	8.00	4.00	0.00	44.00

12. **Fringes Paid into Plans:** Now to finish fringes. **If you pay in cash, and you have completed the above step, you just need to check the “Some or All Fringes Paid to Employee” button in the fringe area:**

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
0.000	0.000	0.000	0.000	0.000
<a href="#">More...</a>		<a href="#">More...</a>		

Voluntary Contributions for all Projects  
 Pension  Medical

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☒ **Some or All Fringes Paid to Employee**  
☐ Voluntary Contributions Included in Gross Emp. Pay

If you pay fringes into plans, however, you must now **fill in fringe amount totals**. If you have a Default setting for fringe, you can hit “Calculate Fringes” and the system will calculate a total value for each fringe on this paycheck (in example below, default fringes were set for \$1/vacation, \$5/health, \$ 9.50/pension).

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
44.000	220.000	418.000	0.000	0.000
<a href="#">More...</a>		<a href="#">More...</a>		

Voluntary Contributions for all Projects  
 Pension  Medical

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☒ **Some or All Fringes Paid to Employee**  
☐ Voluntary Contributions Included in Gross Emp. Pay

If fringes are more irregular, simply fill in the amount of fringe you are paying. For instance, if you have figured health insurance as worth \$5 an hour, and pension as worth \$10/hour, you would fill it in:

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Welf.	Pension	All Other	Training
0.000	220.000	440.000	0.000	0.000
<a href="#">More...</a>		<a href="#">More...</a>		

Voluntary Contributions for all Projects  
 Pension  Medical

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☐ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay

If you have a set amount you pay for insurance with the remainder to a 401K (for instance, \$200 week for health insurance and the remainder to 401K), you must pay fringes at \$651.20 this week (\$14.80 x 44 hours), you would fill this in as follows:

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues 0.000 <a href="#">More...</a>	Health & Welf. 200.000	Pension 451.200 <a href="#">More...</a>	All Other 0.000	Training 0.000
--	---------------------------	---	--------------------	-------------------

Voluntary Contributions for all Projects  
 Pension 0.000 Medical 0.000

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☒ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay

You should note "Health Insurance \$200 week, remainder to 401K" in the Notes section.

Payments (If included in paycheck)

Trav/Subs 0.000	Check Gross Pay 0.000	Paycheck Amount 0.000	Check Number *	Payment Date
--------------------	--------------------------	--------------------------	----------------	--------------

[Notes](#)

Health Insurance \$200/week, remainder to 401K

[Other Deduction Notes](#)

If you pay **some of fringes in cash, but some into plans**, do the following:

Payroll record entry form (2 of 2)

Week End Date: 3/27/2016 Contractor: Brown Construction Company  
 Project: Test Project Sub To:  
 Employee: DOE, JANE Contract ID:

☐ Is Foreman ☐ Is Owner/Operator

Gross Employee Pay This Project (Usually No Fringes)	Wages Paid in Lieu of Fringes (Total Cash Fringes)	Gross Pay All Projects (Sum of all checks entered on deductions)	These fields are Hourly rate fields (Usually No Fringes)			Rate in Lieu of Fringes (Cash Fringes)
0.000	220.000	0.000	Base Hourly 0	Overtime Hourly 0	Doubletime Hourly 0	5.000

▼ Classifications

Jurisdiction	Location	Craft	Classification
North Dakota DOT	North Dakota Statewide	POWER EQUIPMENT OPERATORS	Group 6 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Gunite Operator Gunall... see wage decision for full notes

▼ Hours Worked Each Day for This Project Only

	Monday 3/21/2016	Tuesday 3/22/2016	Wednesday 3/23/2016	Thursday 3/24/2016	Friday 3/25/2016	Saturday 3/26/2016	Sunday 3/27/2016	Total Hours
Regular Time	8.00	8.00	8.00	8.00	0.00	0.00	0.00	32.00
Overtime at 1.5	0.00	0.00	0.00	0.00	4.00	0.00	0.00	4.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>4.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36.00</b>

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues 0.000 <a href="#">More...</a>	Health & Welf. 220.000	Pension 220.000 <a href="#">More...</a>	All Other 0	Training 0.000
--	---------------------------	---	----------------	-------------------

Voluntary Contributions for all Projects  
 Pension 0 Medical 0

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☒ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay

So, to “mix” fringes as both cash and paid into plans, enter the amount paid in cash under “Rate in Lieu of Fringes” and take this times the number of hours worked and enter a cash amount in “Wages Paid in Lieu of Fringes.” Thereafter, enter the amounts you pay into plans under “Fringes/contributions paid to Others” (in this case, it is \$5/health and \$5 pension/401K) and check the “Some or All Fringes Paid to Employee” button. The system will now understand that you are “mixing” payment in cash and plans. As long as the total value of wage plus fringe meets the minimum from the Wage Decision, LCPtracker will approve this without notice.

13. **Deductions:** You will need to fill in the Federal Income Tax, Social Security Tax, Medicare and State Tax Withholding, as well as any other deductions. If you put any deduction in the Other section, you will need to explain it under “Other Deduction Notes.” The system will give you a total on Deductions. You will input Gross Check Pay, and the Paycheck Amount and number (use unique identifier if direct deposit) and select a payment date. In this section, it is critical that Paycheck + Total Deductions = Gross Pay. If the math is off, the system will generate an error. Here is a sample on this section:

14. **Am I done yet? /Notices:** When your input is finished, you can hit the Save button. If the system goes on to the next employee, you know that all your notices are “soft” in nature = they give warning, but they do not stop you from filing payroll. If you have “hard” notices, the system will stay on the input page and generate notices. The type of notice will most often be identifiable – mistakes like the hourly wage x hours does not equal gross pay, or gross pay minus deductions doesn’t equal paycheck. Other notices tell you that you might not be paying the minimum wage – they must be taken care of before certification. Make changes and hit the Save button – if you have fixed the problem, the notice will disappear. The following is an entry without notices – it is set to go.

15. Violation Codes and what they mean: You will find that you have a certain number of notices (or violations) on each payroll. Remember that some of these are meant to alert you (such as warning that total deductions are higher than expected) while others (rate x hours doesn't equal total) are meant to alert you that you have likely made a math error. If the Perform Validation column indicated "No," it means that the NDDOT has not "turned on" this alert or warning.

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification
1	VAL_1a	Checks that basic hourly rate has a value (blue field)	YES	NOTICE	ENFORCE
2	VAL_1b	Checks that the value of the stated basic hourly rate is at least the prevailing wage hourly rate.	YES	WARNING	ALERT
3	VAL_2a	Checks that the overtime hourly rate has a value if overtime hours exist (blue field)	YES	NOTICE	ENFORCE
4	VAL_2b	Checks that the stated value of the overtime hourly rate is at least the prevailing wage overtime hourly rate.	YES	NOTICE	ENFORCE
4	VAL_2c	Checks that the value of the hourly overtime rate is the same or higher than the amount posted for the total overtime rate entered into the prevailing wage table.	YES	NOTICE	ENFORCE
5	VAL_3a	Checks that the double time hourly rate has a value if double time hours exist (blue field)	YES	NOTICE	ENFORCE
6	VAL_3b	Checks that the stated value of the double time rate is at least the prevailing wage doubletime hourly rate	YES	NOTICE	ENFORCE
6	VAL_3c	Checks that the value of the hourly doubletime rate is the same or higher than the amount posted for the total doubletime rate entered into the prevailing wage table.	YES	NOTICE	ENFORCE
7	VAL_4	Checks that the training contribution meets the prevailing wage requirement	NO	NOTICE	ENFORCE
8	VAL_5	Checks that the total hourly rate meets the prevailing wage requirement	YES	NOTICE	ENFORCE
9	VAL_6	Checks that the basic hourly rate meets the prevailing wage requirement	YES	WARNING	ALERT
10	VAL_7	Checks that the gross pay all project has a value	YES	NOTICE	ENFORCE
11	VAL_8	Checks that the paycheck amount has a value. A value of zero is OK but no value is not.	YES	NOTICE	ENFORCE
12	VAL_9	Checks that the paycheck amount is equal to gross pay all projects minus total deductions	YES	NOTICE	ENFORCE
13	VAL_10	Checks that minimum wage has been met	YES	NOTICE	ENFORCE
14	VAL_11a	Checks the standard hours worked per day	NO	NOTICE	ENFORCE
15	VAL_11b	Checks that the sum of all standard hours worked by an employee is less than (<=) 8 hours	NO	WARNING	ALERT
17	VAL_12b	Checks if worked hours are more than Standard Hours Per Day, as set in Department Settings, and no double time	NO	NOTICE	ENFORCE
17	VAL_13	Checks gross employee pay is equal to the hours worked times the pay rates stated in the blue fields	YES	NOTICE	ENFORCE
18	VAL_14	Checks if Saturday hours worked and no overtime hours reported (OT/DT)	NO	NOTICE	ENFORCE
19	VAL_16	Checks if Sunday hours worked and no overtime hours reported (OT/DT)	NO	NOTICE	ENFORCE
20	VAL_17	Checks that gross pay all projects is larger than (=>) (gross employee pay this project + wages paid in lieu of fringes)	YES	NOTICE	ENFORCE
21	VAL_18	Checks that an employee standard time is less than (<=) 40 hours	YES	NOTICE	ENFORCE
22	VAL_19a	Checks that overtime pay rate is greater than (=>) 1.5 * basic hourly rate. If OT is worked.	YES	NOTICE	ENFORCE
23	VAL_19b	Checks that overtime pay rate is greater than (=>) 1.5 * (basic hourly rate + cash rate in lieu of fringes). If OT is worked.	NO	NOTICE	ENFORCE
24	VAL_20a	Checks that double time pay rate is greater than (=>) 2.0 * basic hourly rate. If double time is worked.	YES	NOTICE	ENFORCE
25	VAL_20b	Checks that double time pay rate is greater than (=>) 2.0 * (basic hourly rate + cash rate in lieu of fringes). If double time is worked.	NO	NOTICE	ENFORCE



25	VAL_20b	Checks that double time pay rate is greater than ( $\Rightarrow$ ) $2.0 \times$ (basic hourly rate + cash rate in lieu of fringes). If double time is worked.	NO	NOTICE	ENFORCE
26	VAL_21	Checks that apprentices have been approved.	NO	NOTICE	ENFORCE
27	VAL_22	Checks that basic hourly rate from the appropriate wage determination has a value.	NO	NOTICE	ENFORCE
28	VAL_23	Checks that the Total Hourly Rate Stated is sufficient.	YES	NOTICE	ENFORCE
29	VAL_24	Checks that Sunday hours worked are at double time.	NO	NOTICE	ENFORCE
30	VAL_25	Checks that the Total Deductions equals the sum of the deductions entered.	YES	NOTICE	ENFORCE
32	VAL_26	Sets apprentice "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.	YES	WARNING	ALERT
33	VAL_27	Validates for Work Order ID in payroll record when project requires Work orders.	NO	NOTICE	ENFORCE
35	VAL_28	Checks that the health insurance paid meets the required percentage	NO	WARNING	ALERT
36	VAL_29	Checks that the I9 Form has been verified for the employee reported on the payroll. Please contact LCPTracker support to get Enforcement Date setup for your account. This validation will not work properly until an Enforcement Date is set.	NO	NOTICE	ENFORCE
37	VAL_30	Checks that there are 'Other Deduction Notes' when there are other deductions.	YES	NOTICE	ENFORCE
38	VAL_31	Checks that craft and classification are not equal to Not Available	YES	NOTICE	ENFORCE
39	VAL_32	Checks that employee's first name has been entered.	YES	NOTICE	ENFORCE
40	VAL_33	Checks that employee's last name has been entered.	YES	NOTICE	ENFORCE
41	VAL_34	Checks that employee's street address has been entered.	YES	NOTICE	ENFORCE
42	VAL_35	Checks that employee's city has been entered.	YES	NOTICE	ENFORCE
43	VAL_36	Checks that employee's state has been entered.	YES	NOTICE	ENFORCE
44	VAL_37	Checks that employee's ZIP code has been entered and that is at least 5 characters long.	YES	NOTICE	ENFORCE
45	VAL_38	Checks that employee's ethnicity has been entered.	YES	NOTICE	ENFORCE
46	VAL_39	Checks that employee's gender has been entered.	YES	NOTICE	ENFORCE
47	VAL_40	Checks that employee date hired has been entered.	YES	NOTICE	ENFORCE
48	VAL_41	Checks that employee phone number has been entered.	YES	NOTICE	ENFORCE
49	VAL_42	Checks that employee ID has been entered.	YES	NOTICE	ENFORCE
50	VAL_43	Checks that SSN is not entered. SSN field must be blank.	NO	WARNING	ALERT

51	VAL_44	Checks that SSN has been entered and in the proper format.	NO	WARNING	ALERT
51	VAL_47	Checks that contractor's Local Business License has been entered.	NO	WARNING	ALERT
52	VAL_45	Checks that SSN has been entered in the format XXX-XX-####.	YES	NOTICE	ENFORCE
53	VAL_46	Checks that employee's Driver License information, including state of issue, has been provided.	NO	WARNING	ALERT
55	VAL_48	If Daily Log is enabled, it validates that an employee's reported total hours match those in the Daily Log.	NO	WARNING	ALERT
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	NO	WARNING	ALERT
57	VAL_50	Validates that wards, geographic areas, and congressional and state senate districts are entered for employees.	NO	WARNING	ALERT
59	VAL_52	Checks that check amount is greater than total deductions	YES	WARNING	ALERT
81	VAL_58	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Classification.	NO	WARNING	ALERT
82	VAL_56	Checks that Wages Paid in Lieu of Fringes are equal to Rate in Lieu of Fringes times Hours Worked on This Project Only.	YES	NOTICE	ENFORCE
125	VAL_53	Confirms Craft/Classification is craft matched	NO	WARNING	ALERT
130	VAL_54	Confirms Craft/Classification are entered	NO	NOTICE	ENFORCE
132	VAL_26b	Sets journeyman "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.	YES	WARNING	ALERT
140	VAL_55	If Daily Log is enabled, it validates that the Craft/Classification chosen on the Daily Report match the Craft/Classification on the CPR.	NO	WARNING	ALERT
150	VAL_57	If Daily Log is enabled, it validates that an employee's hours reported in the certified payroll matches the hours reported in the Daily Log.	NO	WARNING	ALERT
224	VAL_59	If Address Verification is enabled, it validates that the employee's address has been properly verified.	NO	NOTICE	ENFORCE



## SECTION 6 - SETTING UP ADDITIONAL USERS

1. As a contractor, you might have additional users who need to use your contractor account. You can add additional users or change their information at the Set Up tab under “Add/Edit Additional Users.”

**NORTH DAKOTA DOT - B2G NOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter | LCPcertified

**Setup Main Menu**

Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	<b>Add/Edit Additional Users</b>
Edit Login Password	Add/Remove Craft Match	
Edit/Reset eSignature	Add/Remove Project Match	

2. You can then add the email of an additional user, together with their name and the central office telephone line:

**NORTH DAKOTA DOT - B2G NOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter

**Add / Edit Contractor Logins** **Add Mode**

User  
Select a user to edit

E-Mail (Login information will be sent to this email address)  
payrollperson@abc.com

Name  
Paul Payroll

Phone  
505-463-0175

Delete Cancel Reset Form Save

3. This user will get an automatically generated email with a temporary password, asking them to choose a permanent password. This user will then have access to the contractor account, but will not automatically be able to sign payroll. You must decide who will have access to the password which allows for an eSignature on payroll. This password is separate from all other passwords. It up to the payroll administrator for each contractor to decide who may use their password and under what conditions.

## SECTION 7 - SETTING UP AN ESIGNATURE FOR CERTIFIED PAYROLL

1. You will be asked to set up an eSignature during the set up process as a contractor.
2. You have the option, on the contractor account, of changing the eSignature password. Go to the Set Up bar and hit the “Edit/Reset eSignature” button:

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter | LCPcertified

**Setup Main Menu**

Add/Edit Employee	Company Information	Add/Edit Craft Name
Fringe Benefits Maintenance	Copy Employees	Add/Edit Work Order
Subcontractor Setup	Add/Remove County Match	Add/Edit Additional Users
Edit Login Password	Add/Remove Craft Match	
<b>Edit/Reset eSignature</b>	Add/Remove Project Match	

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3. From this screen, you will be directed to the Edit eSignature Page, where the password may be reset:

**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | **Set Up** | Daily Reporter

**Edit E-Signature**

Use this form to change your existing certification password.

**Password Rules:\*\***

- Must be at least 6 characters long
- Must contain at least one lower-case letter and one upper-case letter.
- Must be no longer than 20 characters.

User Id  
505-463-0175

E-Signature Password  
Repeat Password

Clear Form | Cancel | Save Password

**\*\* A password with the following characteristics is recommended:**

- At least 8 characters long
- Contains at least one lower-case letter, one upper-case letter, one digit (0-9), and one special character like @\$%^&+=

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## SECTION 8 - THE PRIME APPROVER ACCOUNT

1. Once you have been awarded a federal-aid project with the NDDOT, the Wage Administer will need to assign the contract to a Prime Approver, who will receive and approve electronic payrolls for all contractors on a project. The Prime Approver will typically be the person who signs electronic payrolls for the prime, but not always. The function may be assigned for each project to a different person, or the same person. It is up to the prime contractor.
2. You will sign into the Prime Approver Account with your email, rather than the telephone number ID assigned to the contractor account. You will know which account you are in based on the appearance of the account.

A contractor account looks like this:

**NDDOT**  
North Dakota  
Department of Transportation

NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support | Logout | Live Chat

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

WELCOME Brown Construction Company | Sign up for No Charge Web Based Training | Book Now

Projects | Certified Payrolls

Project Assignments							
Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Daily Reporter	
12345	Test Project			02/01/2015	04/15/2015	<input type="checkbox"/>	Show Info
67890	Test Project II			02/08/2016		<input type="checkbox"/>	Show Info

Page 1

A Prime Approver account looks like this:

**NDDOT**  
North Dakota  
Department of Transportation

NORTH DAKOTA DOT - B2GNOW

Contract Compliance | User Portal | Training Materials | Support | Logout | Live Chat

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

0 Admin Notices | Sign up for No Charge Web Based Training | Book Now

Open Projects				
Project Code	Project Name	Start Date	End Date	Bid Ad Date
12345	Test Project	11/16/2015	11/30/2016	04/15/2015
67890	Test Project II		12/31/2016	

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- The Accounts look different because the functions of the two types of accounts are so different. As a Prime Approver, your primary function is to review, approve or reject certified payrolls. The first thing you will see as you sign into your Prime Approver Account is all the projects for which you are the assigned Prime Approver.

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Contract Compliance User Portal Training Materials Sup

Projects Certifications Violations Reports Admin eDocuments Set Up

0 Admin Notices Sign up for No Charge Web Based Training Book Now

Open Projects				
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12345	Test Project	11/16/2015	11/30/2016	04/15/2015
67890	Test Project II		12/31/2016	

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In the above example, the user is Prime Approver for two Test Projects. If you sign on to your Prime Approver account and you do not see a project which you have been assigned to on the Projects Tab, call (701) 328-2605.

- Your first function will always be to review and approve payroll from both the prime contractor and all subcontractors who file electronically. Most of your work will be accomplished on the Certifications Tab:

**NORTH DAKOTA DOT - B2G NOW**

Projects Certifications Violations Reports Admin eDocuments Set Up

**Certifications**

Project: All Projects  
Include Closed  
Contractor: All Contractors  
Sub To | Contract ID: All Assignments

Load Data

From Date To Date Process Status: All Process Statuses Accept Status: All Accept Statuses Prime Approval Status: Not Approved, Approved

There are 11 certification records found for the above selection

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	Brown Construction Company	Test Project			1/30/2016		YES	1/29/2016	PDF	Approved	2/8/2016	ACCEPTED	2/8/2016	No	Details
Delete	Brown Construction Company	Test Project			1/31/2016	3	YES	2/8/2016	PDF	Approved	2/8/2016	ACCEPTED	2/9/2016	No	Details
Delete	Brown Construction Company	Test Project			2/7/2016		YES	2/12/2016	PDF	Approved	2/19/2016	ACCEPTED	2/26/2016	No	Details
Delete	Northern Improvement Company	Test Project	Brown Construction Company		10/17/2015	5	YES	2/16/2016	PDF	Approved	2/19/2016	ACCEPTED	3/11/2016	Yes	Details
Delete	3D Specialties	Test Project	Brown Construction Company		2/13/2016	1	YES	2/18/2016	PDF	Approved	2/19/2016	ACCEPTED	3/11/2016	No	Details
Delete	Anderson Western, Inc.	Test Project	Brown Construction Company		2/13/2016	1	NO	2/18/2016	PDF	Approved	2/19/2016	ACCEPTED	3/11/2016	No	Details
Delete	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF			Resubmitted		No	Details

- First, choose the Project you want to review and hit the Load Data button. You will then see all certified payrolls on a project – those you have approved and those that are awaiting for your approval. You have the option of limiting your page to a particular project or subcontractor and hitting Load Data. Or, you might only wish to bring up those payrolls you have rejected. You can do this on the Accept Status bar.

Load Data

From Date To Date Process Status All Process Statuses Accept Status All Accept Statuses Prime Approval Status Not Approved, Approved

There are 11 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Per	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	Brown Construction Company	Test Project			1/30/2016								ACCEPTED	2/8/2016	No	Details
Delete	Brown Construction Company	Test Project			1/31/2016	3							ACCEPTED	2/9/2016	No	Details
Delete	Brown Construction Company	Test Project			2/7/2016								ACCEPTED	2/26/2016	No	Details
Delete	Northern Improvement Company	Test Project	Brown Construction Company		10/17/2015	5							ACCEPTED	3/11/2016	Yes	Details
Delete	3D Specialties	Test Project	Brown Construction Company		2/13/2016	1	YES	2/18/2016	PDF	Approved		2/19/2016	ACCEPTED	3/11/2016	No	Details
Delete	Anderson Western, Inc.	Test Project	Brown Construction Company		2/13/2016	1	NO	2/18/2016	PDF	Approved		2/19/2016	ACCEPTED	3/11/2016	No	Details
Delete	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF				Resubmitted		No	Details
Delete	Brown Construction Company	Test Project			2/21/2016		YES	2/26/2016	PDF				ACCEPTED	2/26/2016	No	Details
Delete	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/24/2015	1	YES	3/15/2016	PDF	Approved		3/15/2016	ACCEPTED	3/22/2016	No	Details
Delete	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF				Submitted		No	Details

- However you choose to load your payroll, you will need to look at all payroll that are certified, but not yet approved. Do this by going to the Prime Approval status bar, choosing "Not Approved" and hitting the Load Data button.

Load Data

From Date To Date Process Status All Process Statuses Accept Status All Accept Statuses Prime Approval Status Not Approved

There are 3 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF			Resubmitted		No	Details
Delete	Brown Construction Company	Test Project			2/21/2016		YES	2/26/2016	PDF			ACCEPTED	2/26/2016	No	Details
Delete	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF			Submitted		No	Details

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- At this point, you must review these payrolls. You can look at the details of the payroll by hitting the "Details" link under the View Details Bar. This will bring up a summary of the payroll:



Week End Date: 6/13/2015 [View Project Wage Datasheet](#)

Process Status: **Certified** Payroll Number: 1

Accept Status: **Resubmitted** Performing: YES

Person Submitting: Gail Brown Final: **No**

Employees Interviewed This Week: 0

Contractor Notes:

Confidential Admin Comments:

☐ Hide Closed Notices

Administrator Notices					
Notice Type	Notice Title	Notice Date	Status	Created By	Action
REJECTION	Rejection Notice	2/19/2016	CLOSED	gailanbrown@aol.com	<a href="#">Edit</a> <a href="#">Close</a> <a href="#">Resend To Case</a>

Payroll Notices				
Notice Type	Notice Title	Notice Date	Status	Action
PAYROLL - NOTICE		2/19/2016	CERTIFIED	<a href="#">Delete</a> <a href="#">View</a>

Certification Details		
Submitted Date	Status	View CPR
2/19/2016	Certified	<a href="#">View</a>
1/25/2016	Certified	<a href="#">View</a>
6/15/2015	Superseded	<a href="#">View</a>

Payroll Record Details									
Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recent Action	Recent Code	Status	Audited	
1	DOE, JANE	North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzlemans; Reinforcing Steel Setters/Tiers; Concrete Finisher Tender	Add Record	1	Certified	Yes	<a href="#">Audit</a> <a href="#">View</a>
Total Payroll Records: 1	Total Employees: 1								

You can look at the status, administrator notices, and the history of the payroll. The above screen shows the history of a payroll that was input by the prime contractor, superseded, then certified, then rejected and recertified as an edited payroll. If you hit the "Audit" or "View" buttons, you can view the details of a particular worker, including notices of violations: (next page)

**Notices**

Week End Date: 6/13/2015 Payroll No: 1  
 Project: Test Project Contractor: Brown Construction Company  
 Employee: DOE, JANE Sub To:  
☐ Is Foreman ☐ Is Owner/Operator Contract ID:

Gross Employee Pay This Project (Usually No Fringes) 0.000  
 Wages Paid in Lieu of Fringes (Total Cash Fringes) 0.000  
 Gross Pay All Projects (Sum of all checks entered on deductions) 0.000

These fields are Hourly rate fields (Usually No Fringes)

Base Hourly	Overtime Hourly	Doubletime Hourly	Rate in Lieu of Fringes (Cash Fringes)
0	0	0	0.000

▼ Classifications

Jurisdiction	Location	Craft	Classification
North Dakota DOT	North Dakota Statewide	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman, Re Setters/Tiers; Concrete Finisher Tender

▼ Hours Worked Each Day for This Project Only

	Sunday 6/7/2015	Monday 6/8/2015	Tuesday 6/9/2015	Wednesday 6/10/2015	Thursday 6/11/2015	Friday 6/12/2015	Saturday 6/13/2015	Total Hours
Regular Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overtime at 1.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Double-Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

▼ Fringes / Contributions paid to others (not employee) for This Project Only (Rate Times the # of Hours Worked)

Vac / Hol / Dues	Health & Well	Pension	All Other	Training
0.000	0.000	0.000	0.000	0.000
<a href="#">More...</a>		<a href="#">More...</a>		

Voluntary Contributions for all Projects

Pension	Medical
0	0

☐ Vac/Hol/Dues Included in Gross Emp. Pay  
☐ Some or All Fringes Paid to Employee  
☐ Voluntary Contributions Included in Gross Emp. Pay

▼ Paycheck - Deductions, Payments and Notes (For All Projects Worked This Week)

☒ Single Paycheck ☐ Multiple Paychecks

In this way, you can look for violations. At the very bottom, you will see the Notices screen, which will give you a warning that something might be wrong with the payroll.

▼ Notices

There are no notices

In the above example, you simply know that there are no notices for this employee. If you hit "Audit," the system will show the employee as audited if you hit the "Revalidate" button. After you have checked all employees, you can approve the payroll.

- Go back to the Certifications tab, and go the Prime Approval column. If you are satisfied, note "Approved." At this point, the payroll will automatically appear on the project engineer's account – that is, you have now submitted the payroll in question to the project engineer.



Projects Certifications Violations Reports Admin eDocuments Set Up

**Certifications**

Project    
☐ Include Closed  
 Contractor   
 Sub To | Contract ID

From Date  To Date  Process Status  Accept Status  Prime Approval Status

There are 3 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
<input type="button" value="Delete"/>	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF	<input type="text" value="Approved"/>	<input type="button" value="Approved"/>	<input type="text" value="Resubmitted"/>		No <input type="checkbox"/>	<input type="button" value="Details"/>
<input type="button" value="Delete"/>	Brown Construction Company	Test Project			2/21/2016		YES	2/26/2016	PDF	<input type="text" value="Approved"/>	<input type="button" value="Approved"/>	<input type="text" value="ACCEPTED"/>	2/26/2016	No <input type="checkbox"/>	<input type="button" value="Details"/>
<input type="button" value="Delete"/>	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF	<input type="text" value="Submitted"/>	<input type="button" value="Submitted"/>	<input type="text" value="Submitted"/>		No <input type="checkbox"/>	<input type="button" value="Details"/>

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- What if you find something which needs to be corrected? You must reject the payroll. In that event, you will go to the Accept Status Bar and choose the Rejected option. The system will ask you "Are you sure you want to Reject" and you will answer yes. At this point, you must tell the subcontractor why you are rejecting the payroll. The following screen will pop up, allowing you to do this:

North Dakota Department of Transportation  
NORTH DAKOTA DOT - B2G NOW

Projects Certifications Violations Reports Admin eDocuments Set Up

**Certifications**

Project    
☐ Include Closed  
 Contractor   
 Sub To | Contract ID

From Date  To Date  Process Status  Approval Status

There are 3 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
<input type="button" value="Delete"/>	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF	<input type="text" value="Approved"/>	<input type="button" value="Approved"/>	<input type="text" value="REJECTED"/>		No <input type="checkbox"/>	<input type="button" value="Details"/>
<input type="button" value="Delete"/>	Brown Construction Company	Test Project			2/21/2016		YES	2/26/2016	PDF	<input type="text" value="Approved"/>	<input type="button" value="Approved"/>	<input type="text" value="ACCEPTED"/>	2/26/2016	No <input type="checkbox"/>	<input type="button" value="Details"/>
<input type="button" value="Delete"/>	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF	<input type="text" value="Submitted"/>	<input type="button" value="Submitted"/>	<input type="text" value="Submitted"/>		No <input type="checkbox"/>	<input type="button" value="Details"/>

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**Rejected CPR Notice Comments**

**Reason for Rejecting the CPR**

**Confidential Rejection Note**

There are two areas on this screen. The first allows you to type in the reason for the rejection. This message will actually go to the subcontractor. The second area allows you to make a confidential rejection note to yourself. This is completely up to you. After completing this, hit okay. To follow is an example on how you might handle this:

Rejected CPR Notice Comments

Reason for Rejecting the CPR

Missing employee.

Confidential Rejection Note

I did not see Bob Jones on the payroll, but I did see him onsite.

OK

However you choose to note it, the payroll is now Rejected. The subcontractor will receive very clear notice of this (to follow is the contractor screen)

NORTH DAKOTA DOT - B2GNOW

Projects

1. Payroll Records

2. Notices

3. Certification

Reports

eDocuments

Set Up

Daily Reporter

LCPcertified

WELCOME Brown Construction Company

Sign up for No Charge Web Based Training

Book Now

Projects

Certified Payrolls

1 Rejected CPRs, 1 Pending Notices

Project Assignments

Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Daily Reporter	
12345	Test Project			02/01/2015	04/15/2015	<input type="checkbox"/>	Show Info
67890	Test Project II			02/08/2016		<input type="checkbox"/>	Show Info

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And

WELCOME Brown Construction Company

Sign up for No Charge Web Based Training

Book Now

Projects

Certified Payrolls

Project: Test Project

Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.

Payroll Certifications

Week End Date	Performing	Accept Status	Prime Approval	
03/20/2016	YES	ACCEPTED	Approved	Edit Report Details
02/21/2016	YES	ACCEPTED	Approved	Edit Report Details
02/07/2016	YES	ACCEPTED	Approved	Edit Report Details
01/31/2016	YES	ACCEPTED	Approved	Edit Report Details
01/30/2016	YES	ACCEPTED	Approved	Edit Report Details
06/13/2015	YES	REJECTED		Edit Report Details

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As you can see, your subcontractor will get very clear notice of the rejection, together with an email outlining the rejection sent to the payroll administrator of the subcontractor. The subcontractor can edit and resubmit the payroll. Until they do so, the Project Engineer will not be able to see the payroll.

10. Likewise, once the Project Engineer has received the payroll, he or she may Accept it or may ask that the payroll be amended.

From Date

To Date

Process Status

Accept Status

Prime Approval Status

All Process Statuses

All Accept Statuses

Not Approved, Approved

There are 11 certification records found for the above selection.

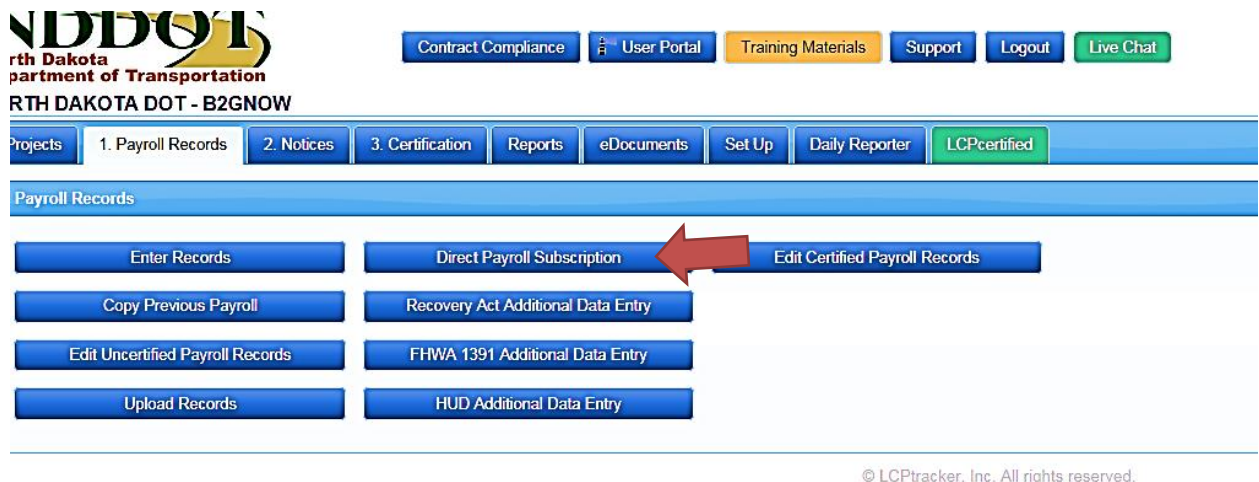
Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	Brown Construction Company	Test Project			1/30/2016		YES	1/29/2016	PDF	Approved	2/8/2016	ACCEPTED		No	Details
Delete	Brown Construction Company	Test Project			1/31/2016	3	YES	2/8/2016	PDF	Approved	2/8/2016	ACCEPTED	2/9/2016	No	Details
Delete	Brown Construction Company	Test Project			2/7/2016		YES	2/12/2016	PDF	Approved	2/19/2016	ACCEPTED	2/26/2016	No	Details
Delete	Northern Improvement Company	Test Project	Brown Construction Company		10/17/2015	5	YES	2/16/2016	PDF	Approved	2/19/2016	ACCEPTED	3/11/2016	Yes	Details

In the above example, the payroll has been Accepted by the Project Engineer. The Prime Approver may not accept under the Accept Status column, so if you see “Accept” in this area, you know that the Project Engineer has accepted the payroll in question. The Project Engineer may also send you or the subcontractor an administrative notice and delay accepting your payroll until some error is fixed. If this happens, you as the Prime Approver are ultimately responsible for getting the error fixed, and in rejecting/approving payroll. In general, the acceptance of the Project Engineer will be the last step on payroll, but there may be an error discovered later, such as when the project is finalized. In this instance, you may need to “Permit Edit” on a payroll that was completed by a contractor more than 60 days prior.

## SECTION 9 - INTERFACES AND SPREADSHEETS

1. If you have a large workforce and do your payroll using an accounting or payroll program, inputting payroll each week is likely not a cost effective option. You will need to decide on one of 3 options to create an interface between your software and LCPtracker.
2. The first option is the Direct Interface. Some software packages, such as Foundations, have an interface to LCPtracker “built into” the system. You will need to enter craft codes and craft matches, and address other small issues, but if you have this option, you will likely be able to quickly get LCPtracker set up and working with your existing software.
3. If you do not have a Direct Interface, LCPtracker will build one for you for a small fee.

Go to Payroll records tab, and hit the “Direct Payroll Subscription” button:



This will take you to the following screen, where you can order a Direct Interface for \$595.00. You will be asked to provide four sample certified payrolls (pdf or csv) and the name of your accounting program. LCPtracker will build the interface in 3-4 business weeks. (see following page)

**Direct Payroll Subscription**

STEP 1 Samples ready 0 of 4

Select the sample CPR to create the model from Browse...

Select the sample CPR to create the model from Browse...

Select the sample CPR to create the model from Browse...

Select the sample CPR to create the model from Browse...

Accounting System  
Select Account System

Confirm Your Company Name  
Brown Construction Company

Confirm Your Name  
Gail Brown

Confirm Your Email  
gailanbrown@aol.com

Confirm Your Phone Number  
505-463-0175

Contractor License No. or 10-digit Phone Number  
505-463-0175

Cancel Upload

STEP 2

Activate DPI now

To use this capability you will need to:

1. You must Submit at least 4 samples of your existing CPR. Must be PDF format or CSV (comma separated value) **May NOT be scanned copies.**
2. Purchase new or Update existing DPI. A credit card is required. After browsing for your 4 samples click on the **Activate or Update DPI now**
3. LCPTracker will review your submittal and ask for any additional information required.
4. LCPTracker will then build the data model and map the data in your report to the fields in LCPTracker.
5. It may take 3 - 4 business weeks to process the map, test it, and bring online. We will notify you when your DPI is ready so you can upload your existing CPR
6. Complete Craft Matching. Click the following link to be directed to DPI Craft Matching tutorial [DPI Craft Matching Tutorial](#)
7. Contractor to upload certified payroll each week using DPI

4. If you do not have a Direct Interface, and do not wish to purchase one from LCPtracker, a number of our contractors have found assistance on creating an interface with Tech Support from their accounting software or service.
5. If none of the above options work for you, you can create an interface using an Excel Spreadsheet. Go to the Payroll Records Tab and hit the Upload Records button:

**North Dakota Department of Transportation**  
**NORTH DAKOTA DOT - B2GNOW**

Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified

**Payroll Records**

Enter Records	Direct Payroll Subscription	Edit Certified Payroll Records
Copy Previous Payroll	Recovery Act Additional Data Entry	
Edit Uncertified Payroll Records	FHWA 1391 Additional Data Entry	
Upload Records	HUD Additional Data Entry	

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You will then be directed to a screen from which you can download an Excel Spreadsheet designed for LCPtracker, and upload the Spreadsheet once complete.

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Contract Compliance User Portal Training Materials Support Logout Live Chat

Projects 1. Payroll Records 2. Notices 3. Certification Reports eDocuments Set Up Daily Reporter LCPcertified

Upload Records

Select week end date:  
[Date Picker]

Select a project:  
-- Select Project --

Select a location:  
[Dropdown]

☐ Calculate fringes automatically ☐ Use "NOT AVAILABLE" if crafts is unmatched

Select the file to upload:  
[File Input] Browse...

Help Upload [Download spreadsheet template](#)

Click on the Help button to access information regarding accounting / payroll system interfaces.

6. Please direct questions on interfaces and uploads to LCPtracker Support at the following:

**Support**

**Email Support:**

Please email [support@lcptracker.com](mailto:support@lcptracker.com)

To assist our support technicians with getting back to you as quickly and efficiently as possible, please include your User ID, a direct callback number, contact name, and a brief description of the issue.

Thank you

**Phone Support:**

(714) 669-0052 Option 4

Support Hours

Monday - Friday 5:00am - 6:30pm PST



7. Whichever Interface or Upload Option you decide on, you will likely need to input and match craft codes. There is an excellent explanation on how to do this in the Training Materials section of the Customer Portal:

<a href="#">View</a>	EDIT PAYROLL before CERTIFICATION	How to edit your payroll records BEFORE you submit to your Prime/Admin/Agency. [8/13]	Document
<a href="#">View</a>	ENTERING PAYROLL RECORDS	Manual entry of Payroll Records - field by field definitions. [8/13]	Document
<a href="#">View</a>	I9 VERIFY YOUR EMPLOYEES IN LCPTRACKER	Did you received notice - VAL_29? Do you need to I9 verify your employees? (View this help document for assistance). [8/13]	Document
<a href="#">View</a>	GEOGRAPHIC AREA ASSIGNMENT - ADD/EDIT EMPLOYEE	How to assign Geographic Area Section - IF REQUIRED in your Add/Edit Employee Setup. [8/13]	Document
<a href="#">View</a>	SHOW INFO - WHAT IS THIS AND WHY DO I NEED TO KNOW	LCPTracker Support Staff is here to assist with technical use of LCPTracker. However, there are scenarios that you will need to contact your Prime/General and/or Labor Compliance/Prevailing Wage Administrator. 'Show Info'. PLEASE view this Help document for those scenarios. [8/13]	Document
<a href="#">View</a>	EMPLOYEE SETUP - ADD/EDIT YOUR EMPLOYEES	How to enter your employees into LCPTracker, OR How to edit any previously entered information into setup. [10/13]	Document
<a href="#">View</a>	CRAFT MATCHING (REQUIRED FUNCTION TO USE WITH DATA UPLOAD)	How to do a Craft, County or Project Match for data uploads (for those choosing an uploading option for payrolls). [10/13]	Document
<a href="#">View</a>	VACATION/HOLIDAY/DUES	Four different scenarios on how to deal with input of Vac/Hol/Dues in LCPTracker [04/14]	Document
<a href="#">View</a>	PAYMENT TRACKING - OPTIONAL FEATURE	If your Agency chooses to require, see this document for assistance.	Document

Remember to set up your Craft Codes and then do a Craft Match. If you are getting errors in this area, it can be a good idea to rematch craft codes.



## SECTION 10 - OJT TRAINEES AND USDOL APPRENTICES

1. If you have an OJT Trainee approved by the NDDOT working on your federal-aid job, and you are paying that Trainee less than the Davis-Bacon minimum wage plus fringe, you will need to choose the appropriate OJT classification for the trainee.

When you “Add Classification” for your OJT Trainee, choose the applicable OJT Trainee category. To follow are the OJT categories for Power Equipment Operators:

Select	Location	Classification	Construction Type	Notes
<input type="checkbox"/>	North Dakota Statewide	Group 1 - All Cranes, 60 tons & over; Cranes doing piling, sheeting, dragline/clam work; Derrick (Guy & Stiff); Gentry Crane Operator; Helicopter Operator; Mole Operator or Tunnel Mucking... see wage decision for full notes	Highway	Machine; Power Shovel, 3-1/2 cy and over; Traveling Tower Crane
<input type="checkbox"/>	North Dakota Statewide	Group 2 - All Cranes, 21 tons and up to 59 tons; Backhoe Operator, 3 cy and over; Creter Crane; Dredge Operator, 12" and over; Equipment Dispatcher; Finish Motor Grader; Front End Loader... see wage decision for full notes	Highway	Operator, 8 cy and over; Master Mechanic (when super-vised 5 or more Mechanics) Mon-O-Rail Hoist Operator; Power Shovel, up to and including 3-1/2 cy; Tugboat
<input type="checkbox"/>	North Dakota Statewide	Group 3 - All Cranes, 20 tons and under; Asphalt Paving Machine Operator; Asphalt Plant Operator; Automated Grade Trimmer; Backhoe Operator, 1 cy up to and including 2-1/2 cy; Boom Truck, ... see wage decision for full notes	Highway	Hydraulic, 8 tons and over; Cableway Operator; Concrete Batch Plant Operator (electronic or manual); Concrete Mixer Paving Machine Operator; Concrete Paver; Bridge Decks; Concrete Pump; Concrete Spreader Operator...
<input type="checkbox"/>	North Dakota Statewide	Group 4 - Articulated/Off Road Hauler; Asphalt Dump Person; Asphalt Paving Screed Operator; Backhoe, up to & including 1/2 cy; Boring Machine Locator; Con-sole Board Operator; Distributor... see wage decision for full notes	Highway	Operator (Bituminous); Forklift Operator; Font End Loader, 1-1/2 cy up to and including 3 cy; Grade Person; Gravel Screening Plant Operator (not Crushing or Washing); Greaser; Lazer Screed Operator; Longitudinal Float...
<input type="checkbox"/>	North Dakota Statewide	Group 5 - Boom Truck, A-Frame or Hydraulic, 2 tons up to and including 7 tons; Broom, Self-Propelled; Concrete Saw (power operated); Cure Bridge Operator; Front End Loader Operator, ... see wage decision for full notes	Highway	less than 1-1/2 cy; Mobile Cement Mixer; Oiler; Power Actuated Auger and Horizontal Boring Machine Operator, up to and including 5"; Roller (on other than hot mix asphalt paving); Vibrating Packer Operator (Pad Type)...
<input type="checkbox"/>	North Dakota Statewide	Group 6 - Brakeman or Switchman; Curb Machine Operator (Manual); Dredge or Tugboat Deck-hand; Drill Truck Gravel/Testing Operator; Form Trench Digger (Power); Gunite Operator Gunall... see wage decision for full notes	Highway	Paint Machine Striping Operator; Pick-up Sweeper, 1 cy and over Hopper Capacity; Scissor Jack (Self-Propelled) Platform Lift; Straw Mulcher and Blower; Stump Chipper Operator; Tractor Pulling Compaction or Areating ...
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee - Group 1	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee - Group 2	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee - Group 3	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee - Group 4	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee Group 5	Highway	
<input type="checkbox"/>	North Dakota Statewide	OJT Trainee Group 6	Highway	

Add Selected Cancel

You will also find OJT categories for Carpenters, Cement Masons and Truckers. This designation will allow you to pay the OJT trainee at 80-95% of the craft minimum.

2. If you have a USDOL Apprentice on the Project, set him or her up under the “Add/Edit Employee” function. Please call (71) 328-2605 for guidance.